

# **Kansas City Composite Squadron Position Policies**

## **MEDICAL OFFICER (SO) (P217)**

### **SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

### **DUTIES**

Reports to the Squadron Commander

Responsible for advising CAP commanders and units on the health, sanitation and hygiene of CAP members relevant to CAP activities (See CAPR 160-1 for policy on emergency medical treatment)

CAP health service personnel are responsible for advising CAP commanders and unit personnel on the health, fitness, disease and injury prevention, and environmental protection of CAP members relevant to CAP activities, with special emphasis on those members involved in flying, emergency services and disaster relief activities, field exercises, encampments, and special activities

They shall:

- Direct and perform safety inspections and surveys of hazardous areas and operations
- Direct and perform accident investigations
- Assist other units in solving health problems
- Prepare training guides, articles and literature, and publicize this information through bulletin boards, newspapers and posters
- Provide health advice in writing; however, in the case of verbal advice given in an emergency, it will be documented as soon as possible
- CAP health service personnel should provide advice and guidance in their area of medical expertise only; otherwise they should seek appropriate consultation. CAP medical officers will not give required FAA or other examinations as part of their CAP duties

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- All health service personnel will be trained in CPR, first aid and blood-borne pathogens/disease prevention, and hold current certifications and/or training documentation in these areas
- Provide for training in first aid, CPR, and other life-saving measures
- Provide for blood-borne pathogen/disease prevention training
- Report illness, injury, and blood-borne pathogen exposures and urge members so injured, ill and/or exposed to obtain appropriate follow-up medical care from non-CAP sources (See CAPR 62-2 for reporting procedures)
- Advise members to obtain necessary examinations from non-CAP health care sources and to complete emergency care consent forms where required by regulation in order to participate in various CAP activities. CAP health service personnel will not perform such examinations as part of their CAP duties
- Assist in providing necessary health service training materials, supplies, and equipment for unit missions or special activities, including first aid and blood-borne pathogen/disease prevention kits
- All health service personnel should espouse the Air Force's health promotion / wellness / fitness philosophy
- Review and comply with all relevant National, Wing and Unit Policies
- Ensure cadet membership health certificate requirements covered in Paragraph 2-4 (see below) of [CAPR 39-2 Civil Air Patrol Membership](#) 16 JUNE 2004 INCLUDES CHANGE 3, 1 OCTOBER 2009

### CAPR 39-2 CHAPTER 2 para 2-4 – CADET MEMBERSHIP Application Procedures

Action by the applicant:

#### Complete CAPF 15

- The applicant's parents or guardian must sign the application
- Furnish a health certificate if required. Although physical handicaps and disabilities do not bar membership, a cadet will be required to furnish a physician's certificate when health is questionable. In such cases, the applicant's parents or guardian, a physician, the Medical Officer and the unit commander will determine the extent of the applicant's capabilities to participate in CAP activities (see CAPR 52-16, CAP Cadet Program Management). If a health certificate is required, it will be filed in the cadet's electronic and unit personnel records